
**Official Minutes of the
Holland Township Board of Education
Milford, NJ 08848**

Regular Board Meeting: September 27, 2011 7:30 P.M.

Time and Place

The Regular Board Meeting was held on September 27, 2011 by the Board of Education of the Holland Township School District, Hunterdon County, in the Auditorium of the Holland Township Elementary School, 714 Milford-Warren Glen Road, Milford, New Jersey 08848

Sunshine Notice

In accordance with the provisions of the New Jersey Open Public Meetings Act, Chapter 231 Laws of 1975, adequate notice of this meeting was provided through the public notice on May 19th, 2011 by:

- A. Faxing to the Hunterdon Democrat and Express Times
- B. Posting on the District Website and the bulletin board in the main hallway of the school
- C. Filing with the Clerk of the Township of Holland

Call to Order

The meeting was called to order at 7:36 p.m. by Board President Scheibener.

Roll Call

Board Members Present:	McDowall, Moebus, Schneider, Scott, Somers, Vandenburg, Geissler, Scheibener
Absent:	Soucie
School Personnel Present:	Mr. Suarez, Superintendent, Mrs. Postma, SBA/Brd Sec., Dr. Yard, Principal, Dr. Stannard, CST Supervisor
Public Present:	60 Visitors

Correspondence/Presentations

MOTION by Mr. Moebus, seconded by Mr. Somers to approve the following Resolution for Jerry Lippincott as follows:

WHEREAS, Jerry Lippincott has been a dedicated custodian at the Holland Township School for thirty-four (34) years; and

WHEREAS, Jerry Lippincott provided a critical service to students and staff on a daily basis by providing a warm, caring, and safe environment at Holland Township School; and

WHEREAS, Jerry Lippincott was charitable with his time, and provided his services to the administration, staff, and students of Holland Township School with great skill, care, compassion, humor and sensitivity; and

WHEREAS, Jerry Lippincott was beloved by the students and staff and was always responsive to their needs; and

WHEREAS, Jerry Lippincott dedicated himself to the school community, was a positive role model and served the Board of Education, administration, staff, students, parents and community of Holland Township with integrity and devotion.

NOW, THEREFORE, BE IT RESOLVED that the Holland Township Board of Education expresses its sincere and grateful appreciation to Jerry Lippincott, for his exceptional service and dedication to the staff and children of Holland Township; and

BE IT FURTHER RESOLVED, that a copy of this resolution be recorded in the official minutes of the September 27, 2011 Board of Education meeting and presented to Jerry Lippincott as a sincere token of praise and appreciation on behalf of everyone at the Holland Township School District.

MOTION APPROVED UNANIMOUSLY

Refreshments served

Other Correspondence: Letter from NJDEP regarding possible solar panel installation on an adjacent school property.

MOTION by Mr. Moebus, seconded by Mr. McDowall to approve the following Addendum of Board Actions:

Addendum Finance/Facilities

12. Accept Allocation Notice and Submission of the IDEA FY 2012 Grant
RESOLVED that the Holland Township Board of Education accepts the anticipated grant allocations for the 2011-12 year in the following amounts:
Individuals with Disabilities Education Act Consolidated Grant:
IDEA Basic \$141,004 IDEA Preschool \$5,426
WHEREAS, IDEA Basic Grant will fund the following special education staff salaries for the 2011-12 school year:
Deborah Flood \$27,091
Marilou Patullo \$28,362
FURTHER RESOLVED the Holland Township Board of Education approves the submission of the IDEA 2012 grant application to the State of NJ.

Addendum Personnel

14. Approve Sick Leave Request (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approves Dave Iobst's sick leave request for on or about November 9, 2011 through December 22, 2011.

MOTION APPROVED UNANIMOUSLY

Approval of Minutes of Previous Meetings

MOTION by Mr. Schneider, seconded by Mr. Moebus to approve the following Minutes from the previous meeting(s):

August 23, 2011 Regular Board Meeting and Executive Meeting

AYES: *Moebus, Schneider, Scott, Somers, Vandenburg, Geissler, Scheibener*

Abstain: *McDowall*

MOTION APPROVED

Comments: Board President/Board Members

- Board President Scheibener announced the cancellation of Community Day
- Liaison for NJSBA – Lorraine Scheibener appointed for 2011/12
- Board Member Moebus discussed the upcoming HCSBA Meetings
- Board Member Geissler thanked the Staff and Administration for a job well-done with regards to the incident at the school dance

- Board Member Somers commented on the visit from Congressman Lance and how well-behaved our students were during the speech and question period. He added a compliment to the staff and administration for the student's respectful behavior.
- Board Member Vandenburg congratulation and commended the three students: Laura Delvers, Danielle Perrone, and Sarah Osmun for attainment of their Gold Award, the highest achievement in Girl Scouting.

Comments: Superintendent

- *Superintendent/BOE Update:*
 - a) Appointments: School Safety Team by the Principal
 - a. Joyce Dlugose – 2nd Grade Teacher
 - b. Kathy Lang – 5th Grade Teacher
 - c. Ellen Grady – Special Education Teacher
 - d. Celeste Aliberti – Anti Bullying Specialist
 - e. Leigh Geissler – Parent
 - f. Jeannine Moshberger – Parent
 - b) Enrollment Update
 - c) Congressman Lance Visit at the School
 - d) NCLB Application
 - e) 3rd & 4th Grade Book Club
 - f) Modified Lockdown Drill and Fire Drill Updates

Comments: Principal

- a) Open House well attended and successful
- b) Honored James Collero for his completion and award of the Eagle Scout Badge
- c) 6th Grade Integrated Peace Day Program

Comments: Public – Agenda Items Only

- None

Superintendent Action Items

Education

MOTION by Mr. McDowall, seconded by Mr. Moebus to approve the following Action Items as recommended by the Superintendent;

1. Approve the Acceptance of Donation of School Supplies (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education accepts a donation of school supplies in the estimated value of \$400 from GenOn Energy's Gilbert Generating Station.
2. Approve 2011-2012 Class/Field Trips (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approves the class/trips for the 2011-2012 school year.
3. Approve Emergency Management and Response Plan
RESOLVED that the Holland Township Board of Education approves the Emergency Management and Response Plan.
4. Approve Week of Respect – 10/3/11-10/7/11
RESOLVED that the Holland Township Board of Education declares the week of October 3-7, 2011 as Week of Respect.
5. Approve 2010-2011 Violence and Vandalism Report
RESOLVED that the Holland Township Board of Education approves the Violence and Vandalism Report for the 2010-2011 school year.
6. Approve Revised Curriculum – Math and Physical Education
RESOLVED that the Holland Township Board of Education approves the following revised curriculums for: Math and Physical Education.

AYES: *McDowall, Moebus, Schneider, Scott, Somers, Vandenburg, Geissler, Scheibener*

Discussion: BOE President Scheibener asked the question of the revisions on #6 if they are minor/major revisions. The revisions are not major and include an alignment with age appropriateness.

MOTION PASSES

Personnel

MOTION by Mr. Geissler, seconded by Mr. McDowall to approve the following Action Items as recommended by the Superintendent;

1. Approve Staff Attendance at Conferences/Workshops (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approves staff attendance at conferences.
2. Approve Staff Summaries of Approved Conferences/Workshops (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education accepts the staff summary sheets for BOE approved workshops.
3. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approves Christine Matthews as a substitute teacher/aide for the 2011-2012 school year.
4. Approve Substitute Teacher (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approves Ashley Colnett as a substitute teacher/aide/nurse for the 2011-2012 school year.
5. Approve Staff Members as Chaperones
RESOLVED that the Holland Township Board of Education approves all employed teachers and aides/clerks with substitute certification to act as chaperones for school activities at an hourly rate according to the HTEA Contract.
6. Approve Department Chairperson Visual and Performing Arts
RESOLVED that the Holland Township Board of Education approves the following staff member as Visual and Performing Arts Chairperson as per the 2009-2010 negotiated contract:

Visual and Performing Arts	Thomas Welsh	\$1,422
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7. Approve Long Term Secretary

RESOLVED that the Holland Township Board of Education appoint Mrs. Pamela Wagner as School Secretary retroactive to September 6 until the return of the Administrative Assistant to Superintendent. Mrs. Wagner will be paid as per as follows:

Regular per diem substitute rate \$75.00, for the first ten consecutive school days and effective on the eleventh consecutive day in the same position, the rate shall be paid 1.3 times the regular per diem substitute rate (\$97.50), and shall be retroactive to the first day.

8. Approve Acting Administrative Assistant to Superintendent

RESOLVED that the Holland Township Board of Education approves Carmelina Delasey as Acting Administrative Assistant to Superintendent retroactive September 6 until the return of the Administrative Assistant to Superintendent .

9. Approve Co-Director for the Tournament of Champions (see Bd. File Portal)

RESOLVED that the Holland Township Board of Education approves Linda Breslin as Co-Director for Tournament of Champions.

10. Approve Coach for Boys Basketball (see Bd. File Portal)

RESOLVED that the Holland Township Board of Education approves Matt LaCourte as Boys Basketball Coach at a stipend rate of \$3,302.

11. Ratify and Approve Volunteer Soccer Coach

RESOLVED that the Holland Township Board of Education ratifies and approves Matt LaCourte as a volunteer soccer coach.

12. Approve Maternity Leave/NJ Leave Insurance Program/NJ Family Leave Act Request (see Bd. File Portal)

RESOLVED that the Holland Township Board of Education approves Nicole Carr's maternity leave/New Jersey's Family Leave Insurance Program/NJ Family Leave request for on or about December 1, 2011 through September 1, 2012.

13. Approve Maternity Leave/NJ Leave Insurance Program/NJ Family Leave Act Request (see Bd. File Portal)

RESOLVED that the Holland Township Board of Education approves Lauren Hogan's maternity leave/New Jersey's Family Leave Insurance Program/NJ

Family Leave request for on or about November 28, 2011 through March 1, 2012.

14. Approve Sick Leave Request (see Bd. File Portal)
RESOLVED that the Holland Township Board of Education approves Dave Iobst's sick leave request for on or about November 9, 2011 through December 22, 2011.

AYES: McDowall, Moebus, Schneider, Scott, Somers, Vandenburg, Geissler, Scheibener

Discussion: Board President Scheibener asked about the posting for action #7. Board Member Geissler stated that the Girls Soccer Team should be reviewed during budget development and harmonizing the administrative contracts.

MOTION PASSES

Policy

MOTION by Mr. Moebus, seconded by Mr. Schneider to approve the following Action Items as recommended by the Superintendent;

1. Approve First Reading of Policy 0142

RESOLVED that the Holland Township Board of Education approves the first reading of Policy 0142 (Board Member Qualifications, Prohibited Acts, and Code of Ethics - Revised).

2. Approve First Reading of Policy 9191

RESOLVED that the Holland Township Board of Education approves the first reading of Policy 9191 (Booster Clubs).

AYES: McDowall, Moebus, Schneider, Scott, Somers, Vandenburg, Geissler, Scheibener

MOTION PASSES

Finance & Facilities

MOTION by Mr. Somers, seconded by Mrs. Vandenburg to approve the following Action Items as recommended by the Superintendent;

1. Approve Transfer of Funds for the 2010-2011 School Budget N-1
 RESOLVED that the Holland Township Board of Education approves the report of line item transfers within the 2010-2011 school budget for the month of June 2011 pursuant to Policy # 3160.

2. Accept Monthly Financial Report N-2
 RESOLVED that the Holland Township Board of Education accepts the revised monthly financial reports of the Board Secretary, Form A148, and the Treasurer, Form A149 for the month ending June 2011;
 WHEREAS the Board of Education has received the Reports of the Secretary and Treasurer for the month of June 2011; and
 WHEREAS these reports show the following balances on

<i>FUND</i>	<i>Board Secretary Balance</i>	<i>Treasurer Balance</i>
(10) General Fund	\$ 823,257.58	\$ 823,257.58
(10) Capital Reserve	\$ 190,658.24	\$ 190,658.24
(20) Special Revenue Fund	\$- 28,687.86	\$- 28,687.86
(30) Capital Projects Fund	\$ 331,423.12	\$ 331,423.12
(40) Debt Service Fund	\$.36	\$.36
TOTAL	\$1,316,651.44	\$1,316,651.44

And, WHEREAS in compliance with N.J.A.C. 6:20-2A.10(d), the Secretary has certified that, as of the date in the report(s) no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education; NOW, THEREFORE BE IT RESOLVED that the Holland Township Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this meeting; and be it

FURTHER RESOLVED in compliance with N.J.A.C. 6:20-2A.10(e), the Holland Township Board of Education certifies that after review of the Secretary's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account for fund has been over expended in violation of N.J.A.C. 6:20-2A.10(a)(1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

3. Approve Payment of the July Bill List N-3

WHEREAS the Board Secretary has presented a check register for July 15 thru July 30, 2011 in the amount of \$148,118.39.

With the recommendation that it be paid; Now therefore be it

RESOLVED, that the following bills be paid and an itemized list be filed with the minutes of this meeting.

FUND EXPENSE	BILL LIST AMOUNT
(10) General Fund	\$ 148,118.39
(20) Special Revenue Fund	\$ 0
(30) Capital Projects Fund	\$ 0
(40) Debt Service Fund	\$ 0
TOTAL	\$ 148,118.39

4. Approve Transfer of Funds for the 2011-2012 School Budget N-4

RESOLVED that the Holland Township Board of Education approves the report of line item transfers within the 2011-2012 school budget, pursuant to Policy # 3160.

5. Accept Monthly Financial Report N-5

RESOLVED that the Holland Township Board of Education accepts the monthly financial reports of the Board Secretary, Form A148, and the Treasurer, Form A149 for the month ending July 2011;

WHEREAS the Board of Education has received the Reports of the Secretary and Treasurer for the month of July 2011; and WHEREAS these reports show the following balances on July 2011

<i>FUND</i>	<i>Board Secretary Balance</i>	<i>Treasurer Balance</i>
(10) General Fund	\$ 1,675,136.63	\$ 1,675,136.63
(10) Capital Reserve	\$ 190,736.62	\$ 190,736.62
(20) Special Revenue Fund	\$ -25,088.86	\$ -25,088.86
(30) Capital Projects Fund	\$ 331,423.12	\$ 331,423.12
(40) Debt Service Fund	\$.36	\$.36
TOTAL	\$ 2,172,207.87	\$ 2,172,207.87

And, WHEREAS in compliance with N.J.A.C. 6:20-2A.10(d), the Secretary has certified that, as of the date in the report(s) no budgetary line item account has

obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education; NOW, THEREFORE BE IT

RESOLVED that the Holland Township Board of Education accepts the above referenced reports and certifications and orders that they be attached to and made part of the record of this meeting; and be it

FURTHER RESOLVED in compliance with N.J.A.C. 6:20-2A.10(e), the Holland Township Board of Education certifies that after review of the Secretary's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, to the best of its knowledge, no major account for fund has been over expended in violation of N.J.A.C. 6:20-2A.10(a)(1), and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

6. Approve Payment of the Bill List N-6

WHEREAS the Board Secretary has presented a check register for August 31, 2011 in the amount of \$52,925.46.

With the recommendation that it be paid; Now therefore be it

RESOLVED, that the following bills be paid and an itemized list be filed with the minutes of this meeting.

FUND EXPENSE	BILL LIST AMOUNT
(10) General Fund	\$ 52,925.46
(20) Special Revenue Fund	\$ 0
(30) Capital Projects Fund	\$ 0
(40) Debt Service Fund	\$ 0
TOTAL	\$ 52,925.46

7. Approve Payment of the Bill List N-7

WHEREAS the Board Secretary has presented check register for September 27, 2011 in the amount of \$585,957.53.

With the recommendation that it be paid; Now therefore be it

RESOLVED, that the following bills be paid and an itemized list be filed with the minutes of this meeting.

FUND EXPENSE	BILL LIST AMOUNT
(10) General Fund	\$ 342,456.87
(20) Special Revenue Fund	\$ 0
(30) Capital Projects Fund	\$ 243,500.66
(40) Debt Service Fund	\$ 0
TOTAL	\$ 585,957.53

8. Approve Annual Facilities Checklist ~ Health & Safety Evaluation 2011-12

(see Bd. File Portal)

RESOLVED that the Holland Township Board of Education approves the Annual Facilities Checklist: Health & Safety Evaluation of the School Building for the 2011/2012 school year.

9. Capital Projects Change Order GC-2: Various Rehabilitation Capital Projects
HAHR CHANGE ORDER GC-2 N-8

RESOLVED that the Holland Township Board of Education approves the Various Rehabilitation Capital Projects Change Order for General Contractor, Hahr Construction, Change Order GC-2 in the amount of a credit of (\$1,000) as part of the Various Capital Rehabilitation Project DOE #2220-060-10-1004/SDA Grant G5-4277;

WHEREAS the original contract sum was \$437,000 with an increase from Change Order GC-1 \$21,158 with an additional credit, Change Order GC-2 (\$1,000) for a new Contract Sum including all Change Orders will be \$457,158.

10. Parent Paid Contracts for Preschool 2011/12

RESOLVED that the Holland Township Board of Education approves the following Parent Paid Tuition Contracts and accepts the following students for the 2011-12 School Year:

Parent(s) Contract	Student/Grade	Contract
M/M Macniven	(1) Regular Preschool	\$2,000
M/M Caccavelli	(1) Regular Preschool	\$2,000

REVISED Parent(s) Contract	Student/Grade	Contract

M/M Cialone	(1)Regular Preschool	Original \$1,500 <i>Revised Amount: \$1,000</i>
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11. Accept Allocation Notice and Submission of the IDEA FY 2012 Grant

RESOLVED that the Holland Township Board of Education accepts the anticipated grant allocations for the 2011-12 year in the following amounts:

Individuals with Disabilities Education Act Consolidated Grant:

IDEA Basic \$141,004 IDEA Preschool \$5,426

WHEREAS, IDEA Basic Grant will fund the following special education staff salaries for the 2011-12 school year:

Deborah Flood \$27,091

Marilou Patullo \$28,362

FURTHER RESOLVED the Holland Township Board of Education approves the submission of the IDEA 2012 grant application to the State of NJ.

AYES: *McDowall, Moebus, Schneider, Scott, Somers (Abstain Ch#349), Vandenburg, Geissler, Scheibener*

DISCUSSION: BOE discussed the letter from NJDEP with regards to Mr. Wetland proposal to install solar panels. Mr. Suarez stated that if input was required he would check with our district architect. The BOE also reviewed the issue of repairing the house roof and await the report from Kellen (Architect) to review. Options to repair the roof may be more financially affordable; however, the BOE would like to review all options. BOE will look to review the report from Kellen Chapin (Architect) prior to any final decisions. The BOE would like to repair the roof leaks before this winter season.

MOTION PASSES

Communications Committee

Mr. Somers reviewed meeting minutes

Supplementary Matters

1. **Cost Savings Committee:** Minutes and discussion reviewed from last meeting. Courtesy bus savings to be reviewed during budget development. Other area to review includes offering a school district program for before/after care.

Superintendent: Review of Violence & Vandalism Report: *Mr. Suarez reviewed the details and findings for the annual Violence & Vandalism Report with the public and Board of Education.*

Comments: Public – General:

Chris Regan, HTEA President read letter to the BOE with regards to the current negotiations with the BOE and HTEA – Letter provided as attachment to minutes.

MOTION: Enter Executive Session

MOTION by Mr. Moebus, seconded by Mr. Somers to enter Executive Session at 9:03 p.m.;

WHEREAS the “Open Public Meetings Act” (Chapter 231 Laws of 1975) authorizes a public body to exclude the public from that portion of a meeting at which specified topics are to be discussed under circumstances where the public consideration of such topics will clearly endanger the public or where the personal privacy or guaranteed rights of individuals whose activities or affairs are to be discussed would clearly in danger of unwarranted invasion; be it

RESOLVED that the Board of Education of the Township of Holland now adjourns its public session to reconvene in Executive Session for the purpose of discussing the following: ***Negotiations Update, Potential Litigation Special Education***

And be it further RESOLVED that the discussion in Executive Session be disclosed in the minutes to be released at the next regular meeting of the Board, provided the Board’s consideration of the subject matter has been closed, or that such matters that adversely affect the rights of prospective, current, or past public officers or personnel of the board, such individuals have in writing requested the disclosure of such discussion at a public meeting and provided such a public disclosure will no longer clearly endanger the public interest.

MOTION: Enter Public Session

MOTION by Mr. Geissler, seconded by Mr. McDowall to enter Public Session at 10:11p.m.

MOTION APPROVED UNANIMOUSLY

ADJOURNMENT:

MOTION by Mr. Moebus, seconded by Mr. Somers to adjourn the meeting at 10:08pm
p.m.

MOTION APPROVED UNANIMOUSLY

Respectfully Submitted,

Abigail Postma, RSBA/Board Secretary